

# General Handout

## Influenza 2004: Meeting the Laboratory Challenges

### TELEPHONE CONNECTION:

A telephone, preferably a speaker phone, is required to participate in this conference. Participants must call the toll-free number listed below. Please use one phone line per site.

**CALL DATE:** December 14, 2004

**CALL TIME:** Dial in 1:30 – 2:00 PM (EST), the program begins promptly at 2:00 PM (EST)

**TOLL-FREE NUMBER:** 800-857-1742

**PASSCODE:** INFLUENZA

**DURATION:** 75 minutes

**LEADER:** Denise Korzeniowski (core-zen-os-key)

**Please note: The phone number is a “listen only” conference bridge.**

### BEFORE THE TELECONFERENCE

1. Print speaker handouts and duplicate for participants.
2. To enhance the teleconference:
  - a. use a speakerphone.
  - b. load the PowerPoint speaker's presentation on to a computer connected to a LCD projector, if available.

### ON THE DAY OF THE TELECONFERENCE

1. Participants are encouraged to dial in early. It may take a few minutes for the connection to become active.
2. The toll-free dial-in number will become active at 1:30 p.m. (EST).
3. Please use one phone line per site.
4. The operator will ask for the leader's name, passcode, the site representative's name, state and the number of participants at the site.
5. The teleconference will begin promptly at 2:00 p.m. (EST).
6. To enhance the teleconference synchronize the PowerPoint handout displayed on your computer with the teleconference.
7. For any technical difficulties with the telephone connection during the teleconference, stay on the line and dial \*0 to contact the operator.
8. If time permits, a 10-minute question and answer session will end the program. The operator will instruct participants to:
  - a. Dial \*1 with a question
  - b. Dial \*2 to withdraw a question.
  - c. The operator will use your first name only to introduce the question.
  - c. When asking a question, please do not provide personal information.  
(Please use your first name and last name's initial)
9. If a question is not answered during the broadcast, please email the question to [neoffice@nltn.org](mailto:neoffice@nltn.org). The speakers will respond by email.

### AFTER THE TELECONFERENCE

An online system will be used to process course evaluations and distribute CEU certificates. This process requires access to the World Wide Web. A valid email address is also required. A personal email account is not necessary. For individuals without a personal email address, a valid

laboratory or institutional email address is acceptable. The evaluation/CEU URL will be activated at the conclusion of the conference and will be available until November 20, 2004.

**Please note:** NLTN and PHTN will not fax, mail or email CEU certificates.

1. Each participant must register and complete an evaluation form. The registration and evaluation process takes several minutes. For returning participants, the evaluation process is even shorter.
2. To register, each participant must log on to: [www.phppo.cdc.gov/phtnonline](http://www.phppo.cdc.gov/phtnonline)

Click on “New Participant” to enter demographic information.

OR

Click on “Participant Login” if returning to this website.

3. Follow the prompts through the registration and evaluation process
4. Course verification code: **INFLUENZA**
5. At the end of this process each participant will be able to print a CEU certificate.
6. If participants encounter problems with this process, contact PHTN:
  - a. Email: [CE@cdc.gov](mailto:CE@cdc.gov)
  - b. Fax: 404-639-0800
  - d. Phone: 1-800-41-TRAIN (press 1 then 5) or 404-639-1292, during business hours (Monday-Friday) 8 am - 4:30 pm E.T. After hours, you may leave a voice message. You will be contacted the next business day.

#### **CONFLICT OF INTEREST DISCLOSURE**

CDC, our planners, and our content experts wish to disclose they have no financial interests or other relationships with the manufacturers of commercial products, suppliers of commercial services, or commercial supporters.

Presentations will not include any discussion of the unlabeled use of a product or a product under investigational use.